

## CHAPTER 3

### Required Reporting

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<b>Training Requirements</b> <b>3.1</b>	<p>To qualify for an EN, your company must have a driver training and testing program for all drivers. Prior to testing drivers for certification purposes, you must provide the employee commercial driver training that includes, but is not limited to the following:</p> <ul style="list-style-type: none"> <li>• Conducting a vehicle pre-trip safety inspection.</li> <li>• Placing the vehicle or combination in operation.</li> <li>• Use of vehicle controls and emergency equipment.</li> <li>• Operating the vehicle in traffic on public roads, and while passing other vehicles.</li> <li>• Turning the vehicle.</li> <li>• Braking and slowing by means other than braking.</li> <li>• Backing and parking the vehicle.</li> </ul>										
<b>Records Required</b> <b>3.2</b>	<p>Vehicle Code §15250(c)(2), and Title 13 of the California Code of Regulations §25.06 through §25.22, require specific records to be maintained on file for review and verification. The records required are listed below:</p> <table border="1" data-bbox="516 871 1380 1575"> <thead> <tr> <th>TYPE OF RECORD</th><th>TO SHOW...</th></tr> </thead> <tbody> <tr> <td>Copies of the Certificate of Driving Skill (DL170ETP) issued to the driver</td><td>information regarding type of drive test vehicle, type of drive test, examiner, authorized representative, etc., for each driver certified by the Employer.</td></tr> <tr> <td>Employment Records</td><td>that the driver was an employee at the time of training, testing, and certification.</td></tr> <tr> <td>Driving Test Score Sheets</td><td>that all newly hired drivers are given a commercial driving test equivalent to DMV's.</td></tr> <tr> <td>Training</td><td>the company's training program, type of training, and date of training.</td></tr> </tbody> </table> <p>Training and testing records for the driver must include the following information:</p> <ul style="list-style-type: none"> <li>• The drive test examiner's full name and driver license number.</li> <li>• Completed copies of the pre-trip inspection and road test score sheets to document the type of drive test given.</li> </ul>	TYPE OF RECORD	TO SHOW...	Copies of the Certificate of Driving Skill (DL170ETP) issued to the driver	information regarding type of drive test vehicle, type of drive test, examiner, authorized representative, etc., for each driver certified by the Employer.	Employment Records	that the driver was an employee at the time of training, testing, and certification.	Driving Test Score Sheets	that all newly hired drivers are given a commercial driving test equivalent to DMV's.	Training	the company's training program, type of training, and date of training.
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<b>Training and Testing Records</b> <b>3.3</b>	<p>DMV requires you to keep the following training records of your program. When DMV reviews your program for compliance, the auditor will ask to see them.</p> <p>Vehicle Code §15250(c) and Title 13, §25.15 of the California Code of Regulations governing the Employer Testing Program require specific records to be maintained on file for inspection and verification. The Employer's records shall include the following:</p> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Information on training and testing given its certified drivers.</li> <li>• The driver's full name, address, and driver license number.</li> <li>• The training instructor's full name and address.</li> <li>• Type of instruction.</li> <li>• Date instruction was given.</li> <li>• Subjects covered.</li> <li>• Total hours of instruction.</li> </ul> <p><b>Testing:</b></p> <ul style="list-style-type: none"> <li>• Results of any testing conducted in conjunction with the training.</li> <li>• The drive test examiner's full name, address, and driver license number.</li> <li>• Examiner's written contract with the Employer.</li> <li>• All pass and fail score sheets used for each employee issued a Certificate of Driving Skill.</li> <li>• A copy of the Certificate of Driving Skill.</li> <li>• A copy of the trip permit for any commercial vehicle with special equipment plates used in the driving test, valid for the date(s) of the test.</li> </ul>
<b>Record Keeping</b> <b>3.4</b>	<p>Companies may use commercial trucking industry forms to record driver training information. The forms section of this handbook contains a sample form that may be used to record training information. However, companies must use the DPE Drive Test Score Sheets to record testing results.</p> <p>You must keep training and testing records for the most recent three years during your driver's employment, and a minimum of three years from the date the driver was released from employment.</p> <p>You must open your records pertaining to driver training, testing, and certification for FMCSA and DMV review during normal business hours (8:00 a.m. to 5:00 p.m. Monday through Friday).</p>

<b>Record Keeping (cont.)</b> <b>3.4</b>	<p>At DMV's request, you must make records available which verify that drivers issued a Certificate of Driving Skill by your examiner and authorized representative were employees at the time of driver training, testing, and certification and that the Examiner had a written contact with the Employer at the testing.</p>
<b>When a Driver Fails a Medical Exam</b> <b>3.5</b>	<p>Commercial drivers are required to have a physical examination every two years. Vehicle Code §14606(b) requires your company to report to DMV any drivers you employ who fail to qualify for a medical certificate on re-examination by a doctor.</p>
<b>Reporting Method</b> <b>3.6</b>	<p>In Chapter 8, an Employer's Report of Medical Exam Failure has been included. Complete the top half of this form and mail to the address indicated.</p> <p>If you need more information about using this form, contact the Driver Safety Review Unit.</p> <p style="text-align: center;">Driver Safety Review Unit P.O. Box 942890, M/S J234 Sacramento, CA 94290-0001 Phone: (916) 657-6452</p>
<b>Reporting Unsafe Drivers</b> <b>3.7</b>	<p>Vehicle Code §13800(d) allows DMV to investigate the qualifications of a driver when necessary. You may request that DMV reevaluate a driver's qualifications because the driver's condition or behavior appears to pose a serious traffic safety hazard (i.e., drivers who appear to be physically or mentally unqualified, who abuse alcohol or drugs while driving on the job, etc.).</p>
<b>Reporting Method</b> <b>3.8</b>	<p>You may use the bottom portion of the Employer's Report of Medical Exam Failures to explain your reasons for wanting a driver reevaluated. Please duplicate copies of this form as needed.</p> <p>If you need more information about using this form, contact the Driver Safety Review Unit. The address and phone number are located above.</p>

